



# APPLYING FOR JOBS IN GERMANY

## CONTENTS

<b>The cover letter</b>	<b>4</b>
Structure	4
Example	5
<b>The German CV</b>	<b>6</b>
Structure	6
Differences CV (GER/ENG)	6
Example	7
<b>Certificates and enclosures</b>	<b>8</b>
<b>Publications and scientific work</b>	<b>9</b>
<b>General tips</b>	<b>10</b>
Photo	10
Language	11
Testimonials	11
Printed and online applications	11



# THE COVER LETTER

## Structure

### Aim

Create a link between the job requirements and your own qualifications and experience

### Format

- No more than 1 page
- Divide into 4–5 paragraphs
- Font size 11–12
- Clear, understandable sentences



Address of sender

Max Mustermann, Hauptstraße 111, 50667 Cologne  
firstname@surname.de, phone 0221/1111111, mobile 0176/123456789

Address of recipient

Sample Company  
Sabine Sieben  
Musterallee 33  
46045 Oberhausen

Cologne, 28 November 2018

**Application as [job title], reference no. 2018-123**

Dear Ms. Sieben,

Personal link

I was very interested to see your job vacancy with reference no. 2018-123 on (source) today. As a doctor of industrial engineering with a specialization in energy supply and extensive experience in the fields of (X,Y,Z), I find this position very appealing. I view the interdisciplinary work, the professional exchange, and the processing of contracts with operators of infrastructure and both internal and external stakeholders as a challenging opportunity to shape my future career.

Your professional training,  
past and current employment

After obtaining my doctoral degree in (subject), I have been working as a scientific employee at Forschungszentrum Jülich since March 2017. My responsibilities as a scientific employee included data acquisition from various project stakeholders, project management for two large research projects, and modelling energy demand structures in Python and Excel. Designing databases is a constant component of my scientific work. I am well versed in using widespread MS Office programmes and VBA to process my results, compose statements, and apply administrative laws and ordinances. This also helps me in my exchanges with the other international partners in the research projects.

Your abilities and knowledge  
concerning specific requirements

During my studies, I volunteered as a student representative to the faculty for my course. I always found the teamwork involved in this to be enriching and still value it greatly to this day. I see myself as a communicative and dependable person. What's more, my doctoral degree has helped me to develop a focused way of working. My keen perception helps me quickly understand and apply highly complex issues in my current research priority.

Mention personal interview

I look forward to joining (company) and working to develop solutions to your issues in X, Y, Z in an interdisciplinary and international environment.

If applicable: salary expectations,  
starting date, request for  
confidentiality

I will be glad to meet you for an in-person interview.

Yours sincerely,  
(Scanned signature)

# THE GERMAN CV

## Structure

There is no “correct” template for a German CV.

### Aim

- Clear representation of your background
- Concise and meaningful description of each stage

### Form

- Ideally no longer than 2 pages
- List stages in chronological or reverse chronological order
- Two columns: left-hand column for dates; right-hand column for job title, company name, and brief description of activities
- Application photo in top right corner (if no cover page is included)
- Date and signature

## Differences between a German and an English CV

	GER	ENG
Date and place of birth, nationality, marital status, application photo	yes	no
Personal statement	no	yes
List of skills/ achievements	no	yes
Inclusion of final grades	not necessarily	yes
Signature and date	yes	no
Inclusion of references	no*	yes

\* except in scientific areas

## JOHN DOE



Date & place of birth 5 January 1982 in Hamburg  
 Address Hauptstraße 111, 50667 Cologne  
 Phone 0221/1111111  
 Mobile 0176/123456789  
 Email firstname@lastname.de

### WORK EXPERIENCE

Since Nov 2017 Forschungszentrum Jülich GmbH, Institute of Energy and Climate Research (IEK-10) Postdoc in (field of research)  
 - Description of tasks (3-5 bullet points)

Apr. 2014–Oct. 2017 University of Cologne, Faculty of Mathematics and Natural Sciences  
 Doctoral degree (summa cum laude)  
 Doctoral thesis title [title]  
 - Description of tasks (3-5 bullet points)

### STUDY

Sep 2011–Oct 2013 RWTH Aachen University, (subject of study) Master of Science (Grade 1.5)  
 Semester abroad: March 2012–August 2013  
 Massachusetts Institute of Technology, Boston

Sep 2008–Aug 2011 RWTH Aachen University, (subject of study)  
 Bachelor of Science (Grade 1.9)

### INTERNSHIPS

xx/xxxx–xx/xxxx (company, location, focus)

### FURTHER TRAINING

Apr 2014–Oct 2017 Graduate School (List of courses)

### FOREIGN LANGUAGES & SKILLS

English (fluent in both written and spoken English)  
 Italian (basic knowledge)  
 Microsoft Office  
 Programming (Delphi, Pascal, Visual Basic, GIT)  
 CAD (Inventor, Autocad, Geant4, CatiaV5)

### HOBBIES & VOLUNTARY WORK

Travelling, beekeeping, youth football coach

Cologne, 28.11.2018  
 (Scanned signature)

## CERTIFICATES AND ENCLOSURES

### List of enclosures

1. Testimonials from previous employers (if available)
2. Certificates from university, school, and training
3. Certificates demonstrating further training

### Format

- Enclosures verify content of CV
- Legible copies (not originals)
- Each stage of your career should be verified by one enclosure
- Only include officially certified copies if expressly required
- Certificates demonstrating further training

## PUBLICATIONS AND SCIENTIFIC WORK

- If the CV does not exceed 2–3 pages in length, publications can be included in the CV in a dedicated section entitled “Publications”.
- If the CV becomes too long and unclear, your scientific results can also be attached to the application as a separate document entitled “Scientific work”. This gives you space for publications, participation in conferences, talks, poster presentations, fellowships, awards, etc.



## GENERAL TIPS

### Photo

In Germany, it is common practice, but not a requirement, to include an application photo. If you want to include such a photo, you should observe the following guidelines:

- Photos should be taken by a professional photographer
- Keep eye contact with the imaginary viewer
- Open, welcoming smile
- No shadows on your face
- Natural skin tone
- Unobstructed face
- Body should face the imaginary viewer
- Picture only head and shoulders
- Keep your body straight
- Clothing should be suitable to the job you are applying for



### Language

Apply in the language in which the position is advertised. If the position is advertised in German and you do not know enough German to write the application, you should apply in English.

### Testimonials

Since such testimonials are very important in Germany, it may be conspicuous if you do not include any. In this case, briefly explain in the CV that testimonials are not usually issued in the respective country and indicate a reference (e.g. your superior in the organization).

### Printed and online applications

You should always apply in the way requested in the job advertisement.

## CONTACT

Forschungszentrum Jülich GmbH  
Career Center & Postdoc Office  
career-center@fz-juelich.de

**[www.fz-juelich.de/careercenter](http://www.fz-juelich.de/careercenter)**

### Publication details

Published and printed by: Forschungszentrum Jülich GmbH · 52425 Jülich, Germany; Photos: Getty Images/iStockphoto/Mykyta Dolmatov

